

## Who we are and what we do:

The Tennessee Department of Health (TDH) has seven regional offices located across Tennessee; each of these are responsible for assisting county health departments within their jurisdiction.

TDH provides staff members for the 24 Health Professional Boards, three committees, two councils and four registries responsible for the licensures and regulation of more than three dozen health and medical professions within Tennessee.

TDH's mission is to protect, promote and improve the health and prosperity of people in Tennessee.

## Key Competencies for this role:

### **Customer Focus**

Is dedicated to meeting the expectations and requirements of internal and external customers

### **Problem Solving**

Uses rigorous logic and methods to solve difficult problems with effective solutions

### **Interpersonal Savvy**

Builds appropriate rapport with team and with customers; uses diplomacy and tact.

### **Leadership**

Uses leadership skills for effective teambuilding.



## Deputy General Counsel (Attorney 4)

### **Job Overview:**

The Tennessee Department of Health (TDH) is a cabinet-level agency providing public health functions and healthcare regulatory functions for the state of Tennessee. The Office of General Counsel (OGC) provides in-house legal services to TDH. OGC staff is located in two offices. Staff located in the downtown office provides legal counsel and performs legal services for the TDH Commissioner and other offices and divisions located within TDH, including the Office of the State Medical Examiner, the Office of Vital Records, the Division of Family Health and Wellness, and the Division of Communicable Diseases and Emergency Preparedness. The deputy general counsel will report to the general counsel. This position will be responsible for serving as the manager of the downtown office of OGC and will be responsible for the supervision of three attorneys and two administrative staff members. Additionally, the deputy general counsel will be responsible for providing direct legal services to the internal offices and divisions located at the downtown office.

**Salary:** Salary will be based on education and experience with a minimum starting rate \$5,523.00 of per month.

### **Key Responsibilities:**

- Management of the work of attorneys and handling of matters including: information and records management, access to public records and data, including compliance with HIPAA and other privacy laws and regulations;
- Human resources matters, including handling work before the Tennessee Human Rights Commission, the EEOC, and the Tennessee Board of Appeals;
- Risk management matters, including monitoring claims made at the Claims Commission, unemployment insurance claims, workers compensation claims, and bankruptcy matters;
- Review of contracts, grants, memoranda of understanding and other documents related to procurement;
- Analysis of proposed legislation and drafting of legislation;
- Drafting and review of rules; and
- Other legal services as needed.

### **Minimum Qualifications:**

Law degree and license to practice in Tennessee required.

Five years of legal experience required, with management experience highly preferred.

Knowledge and experience with providing legal services in the government sector preferred.

### **To apply:**

Please submit your resume [Ogc.Health@tn.gov](mailto:Ogc.Health@tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.